



TIME MANAGEMENT FUNDAMENTALS SERIES

This series provides strategies to help users use their professional time more effectively. It provides an overview of gauging how time is spent, and how to better organize and use time more efficiently. It provides guidance on developing action-oriented objectives, keeping and analyzing a time log, organizing and prioritizing objectives and tasks, and using time blocks. Strategies for controlling the length and effectiveness of meetings are discussed in detail, along with strategies for managing paperwork, phone calls, email, and procrastination. Effective techniques for useful communication with coworkers are also discussed, including handling interruptions.

COURSE 1: EVALUATING AND IMPROVING TIME MANAGEMENT

- Identify the dangers and myths of the perfect time manager
- Define effective time usage and efficient time usage
- Evaluate how you spend your time at work
- Identify environmental productivity influences

COURSE 2: ORGANIZING TASKS AND CREATING UNINTERRUPTED TIME

- Utilize brainstorming techniques
- Develop action-oriented objectives
- Rank your objectives in priority order
- Develop a plan to create uninterrupted time

COURSE 3: MANAGING MEETINGS

- Effectively control small or informal meetings
- Choose a meeting location
- Set meeting objectives
- Conduct a stand-up meeting
- Effectively control large meetings
- Evaluate your meeting skills

COURSE 4: MANAGING WORKLOAD

- Manage the flow of paperwork
- Make the most of time on the phone
- Use electronic mail effectively
- Handle procrastination

COURSE 5: MANAGING TIME WITH CO-WORKERS

- Communicate effectively with co-workers
- Develop good listening skills
- Manage interruptions